



FEDERAL ELECTION COMMISSION
WASHINGTON, D.C. 20463

RQ-5

Ronald A. Kaye, Treasurer
Friends of Melinda Katz
P.O. Box 831
Forest Hills, NY 11375

MAR 15 2002

Identification Number: C00331793

Reference: Year End Report (7/1/01-12/31/01)

Dear Mr. Kaye:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule C of your report fails to include information required by Commission Regulations. With every report submitted, you must provide the date incurred, the original source and amount of the loan, the due date, the interest rate, the cumulative payment, and the outstanding balance. In addition, if there are any endorsers or guarantors, their mailing address along with the name of their employer and occupation must be disclosed. Please amend your report to include the due date and interest rate. (11 CFR §§100.7(a)(1) and 104.3(d))

Any amendment or clarification should be filed with the Federal Election Commission. Electronic filers must file amendments (to include statements, designations, and reports) in an electronic format and must submit an amended report in its entirety, rather than just those portions of the report that are being amended. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Michael H. Young
Senior Reports Analyst
Reports Analysis Division